

0477-9

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 28 March 1957

FROM : Chief, Records Management Staff

SUBJECT: Need For Labor At Records Center

1. The T/O at the Records Center consists of ☐ positions to receive and process inactive records and to service references to them. The T/O is filled.

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2. ☐ provides janitorial service for the Records Center building by assigning one laborer on a part time basis.

3. Records authorized for destruction must be removed from shelves in the Records Center moved to the incinerator and fed into the fire box. These operations require laborers on a continuous basis so that we can make room for other records. In addition it is necessary to rearrange records in the center frequently. This also requires labor and we do not have any on our T/O. Can a full time laborer be added to the Records Center T/O to carry out this essential function?

25X1



P.S. ☐ discussed the above problem with ☐ on the telephone this afternoon and concluded that contract labor would be procured immediately to take care of Records Center needs on a full time continuing basis. No addition to the T/O therefore is necessary.

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☐ also advised ☐ that I had requested the Chief, Transportation Division to haul the 16 ton accumulation of Records now at the Center to the incinerator at headquarters for destruction.

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SECRET